March 9, 2009

MEMO TO: Department Heads, Chairs and Graduate Program Directors

FROM: Mary Strickroth
Coordinator of Graduate Services

SUBJECT: 2009 Herbert F. Frolander Outstanding Graduate Teaching Assistant Award Competition

We are seeking nominations for the 24th annual Herbert F. Frolander Outstanding Graduate Teaching Assistant. The Graduate School coordinates the nomination and selection process for this annual award, which is named in honor of Dr. Herbert F. Frolander, retired professor of the former College of Oceanography. Funds for the award are provided by the Graduate School.

The intent of this award is to recognize an outstanding teaching assistant at Oregon State University. Last year the award was presented to Jennifer Jabson, a doctoral student and graduate teaching assistant in the Department of Public Health.

The recipient of the award will receive an engraved plaque and a check for $1,000. In addition, the recipient will have his/her name added to the perpetual plaque, which bears the names of all previous recipients of the Frolander award. This plaque is located in Valley Library.

Please circulate the announcement on the reverse side of this memorandum so that all interested parties may be aware of this award. The deadline for nominations for the Frolander Outstanding Graduate Teaching Assistant award is April 10, 2009.

Please direct any questions to Mary Strickroth at 737-4881 or via e-mail at Mary.Strickroth@oregonstate.edu.

Information regarding this and other scholarship and fellowship programs administered by the Graduate School may be found on the Graduate School web: http://oregonstate.edu/dept/grad_school/
2009 HERBERT F. FROLANDER AWARD
FOR
OUTSTANDING GRADUATE TEACHING ASSISTANT

PURPOSE: The intent of this award is to recognize outstanding teaching and professional involvement with both faculty and students by a graduate teaching assistant at Oregon State University.

AWARD: The recipient will receive a plaque with his or her name engraved on it and a check in the amount of $1,000. [Note: check is subject to tax withholding.] The plaque and check will be presented during University Day events held in fall 2009.

NOMINATIONS: Nominations are solicited from students, faculty, department chairs, and/or deans who recognize outstanding contributions from a graduate teaching assistant. Five (5) copies of the complete nomination packet must be received by the Graduate School by April 10, 2009.

All nominations must be submitted by the department head/chair or graduate program director in which the GTA is employed. Nomination materials must include the following:
- Cover letter from department head/chair or interdisciplinary graduate program director in which the GTA has been employed
- No more than 3 additional letters of support. Signed and unsigned comments solicited and received as part of the teaching evaluation process are not admissible.
- Summary of Courses Taught (must include at least three terms of teaching within the preceding two years) – form available at the bottom of this announcement
- Summary of Teaching Evaluation Scores – form available at the bottom of this announcement (including departmental median scores. In some cases, college median score comparisons may be more applicable.)
- Graduate teaching assistant’s résumé or curriculum vitae

CRITERIA: The successful applicant will be currently enrolled in their graduate degree program at point of nomination for this award; will have demonstrated excellent professional interaction with faculty and students during his or her GTA tenure; will have held a teaching assistantship for at least three terms within the preceding two years; and will have demonstrated outstanding teaching based on course evaluations (as reflected in the Summary of Teaching Evaluation Scores or alternate teaching evaluation scores) and 3 letters of support provided by faculty and/or students.

SELECTION: An award selection committee typically will consist of one representative from the Faculty Senate Advancement of Teaching Committee, 1-3 members appointed by the Graduate Council, a graduate student who is not currently a graduate teaching assistant, and a representative of the Graduate School. The selection committee will forward its recommendation to the Dean of the Graduate School.

FORMS: The following forms may be downloaded on the Graduate School’s web site http://oregonstate.edu/dept/grad_school/current/frolander.html:
- Summary of Courses Taught
- Summary of Teaching Evaluation Scores